



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	Lady Keane College, Shillong
• Name of the Head of the institution	Dr. A. M. Shangpliang
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03642223293
• Mobile No:	6909338233
• Registered e-mail	ladykeanecollege@gmail.com
• Alternate e-mail	anjaleemshangpliang@gmail.com
• Address	Rhino Pinewalk Road, Secretariat Hills
• City/Town	Shillong
• State/UT	Meghalaya
• Pin Code	793001
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	North-Eastern Hill University				
• Name of the IQAC Coordinator	Dr. Ksanbok Makdoh				
• Phone No.	03642225777				
• Alternate phone No.	03642223293				
• Mobile	9863074005				
• IQAC e-mail address	iqacladykeanecollege@gmail.com				
• Alternate e-mail address	ksanbok@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.ladykeanecollege.edu.in/files/userfiles/file/AQAR%202022-2023.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202023-2024 2.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.74	2009	29/01/2009	28/01/2014
Cycle 2	A	3.09	2014	24/09/2014	23/09/2019
Cycle 3	B	2.50	2021	15/02/2021	14/02/2026
6. Date of Establishment of IQAC	15/05/2008				
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Financial Assistance under Chief Minister Youth Development Scheme 2022-2023 for conducting "Youth Conference on "Positive Youth Development"".	Government of Meghalaya, Office of the Deputy Commissioner , East Khasi Hills District, Shillong	2023 (1 year)	20,000
Institution	Financial Assistance under Chief Minister Youth Development Scheme 2022-2023 for conducting "Career & Personal Counselling"	Government of Meghalaya, Office of the Deputy Commissioner , East Khasi Hills District, Shillong	2023 (1 year)	40,000
Institution	Setting Up Entrepreneurship Promotion and Development Programmes and Incubators in Academic Institutions	Government of Meghalaya, Meghalaya Basin Management Agency, PRIME Start Up Hub, Shillong	2023 (1 year)	10,00,000
Philosophy	Grant for organizing	Indian Council of	2023 (1 year)	5,00,000

	National Seminar on "Philosophical Debate on Nationalism in Contemporary India"	Philosophical Research, Ministry of Education, Government of India.		
Institution	Financial Assistance for organizing an International Conference-cum-Workshop on the theme "Climate Change, Indigenous Knowledge Systems and Food Sovereignty" under State Climate Change Scheme	Planning Investment Promotion & Sustainable Development Department, Government of Meghalaya & Meghalaya Climate Change Centre (MCCC), Meghalaya Basin Development Authority (MBDA)	2024 (1 year)	1,00,000
Institution	Salary	State Government	2023-2024 (1 year)	17,37,20,823

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	3
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
<ul style="list-style-type: none"> If yes, mention the amount 	11,60,000
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Implementation of NEP 2020	
Free Education Scheme to BPL and Orphans and Financial Assistance to BPL Students	
Career Advancement of Teachers and recruitments of new Faculties	
Organizing International Conference-cum-Workshop on: "Climate Change, Indigenous Knowledge Systems and Food Sovereignty"	
Setting up of Lady Keane College Entrepreneurship Development Cell	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
To introduce Co-education	Co-Education has been introduced in the Bachelor of Tourism and Travel Management from the Academic Session 2023-2024 and in the Bachelor of Science and Bachelor of Computer Application from the Academic Session 2024-2025
To set up Entrepreneurship Cell	Lady Keane College Entrepreneurship Development Cell was set up.
Introducing new Vocational Courses	7 new Vocational Courses was introduced under VTC Papers as per NEP 2020, namely, Mushroom Cultivation, Web Designing, Vocals, Khasi Traditional Music, Baking and Confectionary, Beauty Care, Fashion Design

Academic Audit and Administrative Audit (External)	To be conducted in the month of February- March 2025
To organise a National/International Seminar on Climate Change	International Conference-cum-Workshop on: "Climate Change, Indigenous Knowledge Systems and Food Sovereignty" was organised on the 19th and 20th March, 2024
Fire Safety Audit	To be conducted in the month of February- March 2025
Construction of New Building	The process has already started
To set up Language Centre	The process to be started with the availability of infrastructure.
To conduct Awareness Programme on Fundamental Rights and Duties	To be conducted in the month of March 2025
To conduct Orientation Programme on Professional Ethics for Teaching, Non-Teaching Staff and Students	To be conducted in the month of April 2025
Conduct Orientation Programme on NEP 2020	Two Orientation Programmes on NEP 2020 were organized for Students on the 27th February, 2024 and 30th April, 2024
To organise Workshop or Lecture on "Artificial Intelligence"	A Lecture on "Exploring AI Tools in Education for Teachers" was organised on 14th March, 2024
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body of the College	13/12/2024
14. Whether institutional data submitted to AISHE	

Year	Date of Submission
2023	19/03/2024

15. Multidisciplinary / interdisciplinary

The courses offered: Bachelor of Arts, Bachelor of Science, Bachelor of Tourism and Travel Management and Bachelor of Computer Applications. The Institution has implemented NEP 2020 from the Academic Session 2023-2024 as directed by the Affiliating University. The Broad Category of Courses are: Major/Core Course Minor/Core Course Vocational Education & Training (Minor) Multidisciplinary Courses (MDC) Ability Enhancement Courses (AEC) Skill Enhancement Courses (SEC) Value Added Courses (VAC) Internship/Apprenticeship Research Project/Dissertation/Advanced Courses Students shall be required to successfully complete an internship/apprenticeship/community engagement and service/field-based learning or minor project of 4 credits to get a UG Certificate/Diploma and a Bachelor's Degree. Environmental Studies is included as a VAC. A student opting to exit after the completion of the 1st Academic Year, 2nd Academic Year and 3rd Academic Year shall be awarded a UG Certificate, UG Diploma and Bachelor's Degree in a Major subject respectively. A Student shall require to earn the required Credits as per the North-Eastern Hill University Ordinance. Unemployment is one of the major challenge of the society. Add On courses like Certificate, Diploma and Training Courses are offered. With the implementation of NEP 2020, Vocational and Entrepreneurship Courses will be implemented. The extension units like NCC, NSS, YRC and Rangers regularly conduct awareness programmes related to health, environment, social issues, etc. which are the other challenges in our Society. The College offers Multidisciplinary Courses in addition to the Major and Minor/Core Course. Internship/apprenticeship/community engagement and service/field-based learning or minor project of 4 credits are part of the curriculum and credit framework.

16. Academic bank of credits (ABC):

Students registered for Academic Bank of Credits (ABC)

17. Skill development:

Vocational and Training Courses Offered by the Institution: Mushroom Cultivation Web Designing Vocals Khasi Traditional Music Baking and Confectionary Beauty Care Fashion Design

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College offers courses in Hindi, Khasi, Garo, Assamese and Bengali as Elective Subjects/AECs. Add-On course in Khasi Traditional Music, Yoga and spoken Hindi are also offered. Indian Knowledge System are included in the syllabi of various courses.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

In addition to classroom lectures, various students' projects, seminars, field trips, industrial visits, students exchange programme, competitions, tutorial, mentoring and remedial classes, etc are conducted.

20.Distance education/online education:

Under the guidelines of the affiliating University, students can opt for online courses through MOOCs and Swayam for Multidisciplinary, Ability Enhancement and Skill Enhancement Courses in the 2nd and 3rd semesters.

Extended Profile

1.Programme

1.1	77
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1773
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	905
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	569
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	83
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	87
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	66
Total number of Classrooms and Seminar halls	
4.2	230.30
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	173
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The institution follows the prescribed syllabus of the North-Eastern	

Hill University to which it is affiliated. Faculty members actively contribute to curriculum development through participation in the Board of Studies. At the start of the academic year, an academic plan is formulated through meetings involving the Principal, Heads of Departments (HoDs) and faculty to ensure effective curriculum implementation. The HoDs oversee the distribution of syllabus and review its progress to ensure timely completion of the curriculum. In cases where there are delays, extra classes are arranged. Remedial classes are also provided to support the slow learners. The institution is equipped with central and departmental libraries as well as laboratories for practical sessions.

Chalk and duster mode, ICT, practicals and experiential learnings are adopted make learning engaging. They also participate in faculty development programmes, workshops and training programs to stay updated with the teaching methodologies and adapt to the new curriculum, that is, the implementation of the NEP 2020.

Feedback from students is collected to assess the effectiveness of teaching and management, identify areas for improvement and incorporate suggestions. The entire process is regularly reviewed and documented to ensure smooth and effective curriculum delivery.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202023-2024_2.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institution adheres to the academic calendar which serves as a roadmap for all academic and co-curricular activities. The calendar includes schedules for classes, examinations and extra-curricular programs. Continuous Internal Evaluation (CIE) is conducted as per the academic calendar through test, assignments, quizzes, group discussions, projects and seminars. The tests conducted are either centralised or conducted by the respective departments. Submission of internal marks is scheduled by the Examination Cell of the College as per the instructions given by the University. The institution ensures effective communication with the students with regards to the schedule for classes and internal evaluation,

deadlines for submission of assignments and projects and also about the evaluation process and criteria. The Website Committee updates the Academic Calendar in the website of the College and students are apprised about the calendar at the beginning of the session.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.ladykeanecollege.edu.in/files/userfiles/file/CALENDAR%20SESSION%202023-2024_2.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

73

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

6

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

369

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

369

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Faculty members follow the Professional Ethics guidelines outlined in the UGC Regulations.

Under NEP 2020, courses on Understanding Human rights, Gender Studies Health and Hygiene, Environmental Education and Disaster Management, Conflict Resolution and Environmental Science. Under Non - NEP, compulsory paper such as Environmental Studies, "Ecology and Conservation Biology", "Development Biology and Ecology and Economic Zoology" are included in the curriculum.

Efforts to promote sustainability include the distribution of cotton bags; awareness skit, cleaning drive; a workshop on disaster management; afforestation cum tree plantation drive; International Conference cum Workshop on Climate change, indigenous knowledge system and food sovereignty; and awareness talks on Air Monitoring and Waste Management and Energy Efficiency and Energy Conservation Building Code.

On International Women's Day, the Women Cell organised a women's walkathon to celebrate the spirit of womanhood, resilience and leadership of women.

On World Oral Health Day, the Medical Care Unit extended its outreach program on oral health and also marked World Diabetes Day by offering free screening. The NSS unit organised a Blood donation Camp in the college while the Drug Awareness Club organized an "Interactive Consultation on Drug Abuse and its Menace". All this collectively reflect on the institution's commitment to society's well-being.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

846

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.ladykeanecollege.edu.in/files/userfiles/file/STUDENTS'%20FEEDBACK%202023-2024.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

905

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

657

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The College is aware that there are students with different academic

achievement levels in every Department. Hence, Orientation programmes at the institutional and departmental levels are organised to make all the students aware about the importance and availability of mentoring and counselling among others. Identifying advanced and slow learners are usually done through past academic records, classroom interactions and performance in the continuous and end semester examinations. Remedial classes are conducted for slow learners as well as for anyone who needs further clarification and guidance. Moreover, re-test is often given to students who did not perform well in their class tests. For advanced learners, encouragement and help in the form of providing additional learning materials, and reference books for self-learning as well as guidance for preparation of entrance examinations is also done. The College through the different committees and clubs encourages students to participate in various co-curricular and extra-curricular activities and are awarded during the College Foundation Day and the College Week Celebrations.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1773	83

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods provide students with first-hand knowledge experience which greatly increased the retention of knowledge, increases motivation and make learning interesting and fun. Experiential, Participative Learning and problem solving methodologies provided and used by different departments of the College includes the following:-

- Field trips /educational tours as part of the syllabus
- Students Seminars at Departmental Level
- Students Project Works
- Community Outreach programmes
- Awareness programmes
- Skit
- Internships
- Participating in Co- Curricular activities/competition like singing, dancing, painting, quiz, debate, poster and drama, photography, essay and exhibition.
- Training programmes
- Educational Talks
- Workshops
- Vocational Training Courses

Other programmes that students participated are, Voluntary Blood Donation camps, International Women's Day, Waste Management, Afforestation, Air Monitoring, Independence Day Celebration, World Environment Day, World Red Cross Day, International Yoga Day, International Youth Day, National Unity Day, World Wildlife Week, World Tourism Day, World Aids Day, Voluntary Services, Cleaning Drive, Dental Health Camp, Music Festival and National Science Day among others. These programmes are conducted and organised by Departments, Committees, Cells, Clubs and Extension Units of the College.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers in the college use ICT like OHP for Power Point presentation in their classroom teaching. Wi-Fi connection available in the college campus allows easy access to various websites for additional learning resources. Sharing of learning materials are done through Google Classroom while important instructions and classroom related matters are shared in WhatsApp groups created specifically for passing of important information. Teachers also attend Faculty Development Programmes (FDPs) on the "Use of ICT in Teaching". Online learning platforms like Zoom, Google Meet and

Screenkastomatic are used by some teachers for online class and departmental activities. Talks like "Exploring AI Tools in Education for Teachers" organised by the Department of Computer Science and IQAC encourages teachers to explore and use AI tools to enhance their teaching learning process. A workshop on "National Digital Library of India (NDLI) was organised by the Department of Political Science. Access to several e- resources in the library also benefits both teachers and students of the College.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

83

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****34**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****1449**

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments are conducted in the form of assignments, long answer type questions, short answer questions, multiple choice questions, practical tests and seminar presentations. These internal assessments are either conducted by the respective departments or by the College Examination Cell. They are conducted after one month of classes and are to be completed two weeks before the end semester examinations. The scheduled dates for the tests are displayed in the notice board. Tests may be conducted more than once and the best marks are taken to be added to the end semester marks. For those students who are unable to attend the tests on the scheduled date

due to unavoidable circumstances, a new date is scheduled for them. Re-tests are conducted for those who did not perform well. All these internal assessments are to be evaluated immediately after the completion of the test or after the submission of the assignments. The marks are displayed to the students and forwarded to the Examination Cell of the College to be uploaded in the University Examination Portal. Before freezing of the marks, they are again forwarded to the Departments or teacher in-charge for verification.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Internal examination related grievances are either addressed by the concerned department or by the Examination Cell of the College. The students can approach the Heads of the Departments or the Convener of the Examination Cell to air their grievance if any. Any grievances related to the scheduled dates of internal tests are addresses by rescheduling the tests. Any grievances related to the anomaly of marks shown in the marksheet, the college examination cell writes to the Examination Department of the affiliating University for rectification. The College ensures that the mechanism for addressing any grievances related to internal examinations is transparent, time- bound and efficient.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The syllabi of all the courses offered by the Institution mention the Programme and the Course Outcomes. These syllabi are uploaded in the College website and each and every department has a copy of them. At the departmental level these are discussed and the topics to be taught are shared among the faculties of the department. At the start of every semester, the students are made aware about the

courses to be chosen, the programme and course outcomes and the evaluation aspects of each paper through the Orientation Programmes and Student Counsellor Meetings organised at the institutional and departmental level.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College evaluates the level of attainment of POs, PSOs and Cos through the students' performances in the following areas: -

- Internal Tests and Assignments- As part of internal assessment, class tests, seminars, assignments are given to students keeping in mind the objective and course outcomes of the papers concerned.
- Practical tests/examinations- Students' performance in practical tests/examinations and viva voice helps in evaluating the attainment of Course Outcomes.
- Internship- BTTM students undergo internship programmes as per the requirement of the syllabus.
- End Semester Examination- The College evaluates the attainment of POs, PSOs and Cos by the performance of the students in the end semester examinations.
- Students Progression - Students progression to post graduate courses or training programmes and placement for internship helps in measuring the level attainment of Pos, PSOs and Cos.
- Students Feedback- Students feedback on the courses offered and on teachers' classroom teaching are one of the means to evaluate the level of attainment of Cos and Pos of the courses offered by the Institution.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year	
2.6.3.1 - Total number of final year students who passed the university examination during the year	
457	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://www.ladykeanecollege.edu.in/files/userfiles/file/STUDENTS'%20FEEDBACK%202023-2024.pdf	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

23

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

12

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

A number of extension activities were conducted in sensitizing students to social issues and holistic development during the academic year 2023-2024. Extension activities by NSS unit:

- Blood Donation Camp
- Cotton Bags distribution at Pommura village
- Mera Pehla Vote Desh Ke Liye
- Soft skills Training programme at Sohryngkham village
- Free Medical Health Camp at Sohryngkham village
- Outreach program at Puriang and Pynthorumkhrah villages
- Special Camps at Lamlyer, Mawlyngad, Sohryngkham and Pommura villages,
- Youth Rally

Extention activities organized by YRC

- Campaign against HIV AIDS
- Dental Health Camp at Balika Hindi Vidyalaya School, Shillong

- Mock exercise on Disaster Management at Polo market

Extension activities have a number of positive impacts on students, including:

- Personal development

Students develop self-confidence, self-esteem, and leadership qualities. They can also improve their interpersonal skills, critical thinking, and problem-solving abilities.

- Social development

Students develop a passion for their community and a sense of brotherhood. They also learn to be more aware of the importance of community development and how to build positive human relationships.

- Environmental awareness

Students learn about the environment and how to create an eco-friendly society.

- Community involvement

Students become more involved with the community, which help them develop social values and become more responsible citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

13

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

676

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution keeps on enhancing the physical infrastructure with the increasing number of students. The college has sufficient number of well ventilated, adequately sized classrooms equipped with modern teaching aids like LCD projectors. Specialized labs are available for practical sessions, equipped with necessary tools and instruments relevant to the courses offered. The department of Computer Application has three computer laboratories, the Department

of BTTM has a hospitality laboratory. To meet the requirements of the different courses offered as per the NEP 2020, new rooms are constructed in addition to the existing rooms. The Vocational Courses are conducted in their respective rooms/ laboratories. All departmental rooms are fully equipped with desktops and laptops. In addition to the central library, all departments have in-house departmental libraries with a number of reference materials for teachers as well as students. The entire campus is Wi-Fi enabled and has supported the students with digital learning. Workshops/seminars/invited lectures and other co-curricular and extra-curricular activities are regularly conducted in the auditorium and Seminar Hall. Infrastructure facilities for the differently abled students like ramp, rails, lift and wheelchairs are available.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has adequate resources to foster student engagement, physical well-being and personal development. Following are the facilities available for co-curricular and extra-curricular activities:

1. Auditorium: more than 400 capacities with modern sound system and LCD projector
2. Seminar Hall: 120 capacities with adequate sound system and LCD projector
3. Students common room: with carom board, table tennis board
4. Gymnasium: well-equipped and with the physical trainer
5. Yoga centre in the hostel
6. Multipurpose sports complex: for basketball, badminton, Futsal, etc.
7. NCC room
8. NSS room

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

46

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

46

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

62.62

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library has a Library Management System (LMS) which is used to manage the Catalogue of a library, which is user friendly and designed to take care of all the administrative and management functions of the library. It organize and manage the information of books, journals and circulation in the most economic and effective manner. OPAC (Online Public Access Catalogue) is implemented to enable the students for speedy and convenient access to the library catalogue, and to keep a constant tract of all the books available in the library and allow the search of a particular (desired) book.

Year: 2019 onwards

1. Name of ILMS software - Library Management Software (E-LIB)

2. Nature of automation - Partially

3. Version - 2.0.0 upgraded 2023

4. Year of automation - 2019

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**3.88**

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****115**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

A Bharat fiber connection provides wireless connectivity for internet access and internal network resources to all departments and classrooms. Access points are installed at strategic locations by means of routers and providing secured access via user authentication. The IT infrastructure includes high speed internet connectivity, Wi-Fi access and modern IT facilities. The Wi-Fi system was last updated on 14th June 2022 with the installation of advanced routers and increased bandwidth to enhance speed and coverage. The update included assigning Static IP to the college library on 10th Feb 2024. The IT cell is responsible for installing and configuring computer systems, diagnosing hardware and software faults. Departmental rooms are fully equipped with ICT facilities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

173

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20.53

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

To ensure optimal functionality and the best possible educational experience, the infrastructure committee conducts regular meetings and oversees the construction, repairing and maintenance of buildings, classrooms, library, sports complex, laboratories etc. The laboratory attendant oversees maintenance schedule to ensure timely repairs and replacement of equipment and instruments. Teaching faculty review safety protocols with students before each practical session. The librarian keeps a regular update of library's collection of books and journals. The central Library has a Library Management System (LMS) and OPAC (Online Public Access Catalogue) which enables the students to conveniently access to the library catalogue. Regular inspection of the sports facilities ensures that they are in good condition. The sports complex is available to students and staff for physical education and extracurricular activities. The college appoints part time instructors/coaches to guide students in various sports activities. The IT cell of the college oversees the regular update of software and hardware maintenance of computer systems and classroom projectors. Computers and IT resources are primarily used for academic purposes. Waste management is carried out by following the government standard protocol. A dedicated team of support staff, viz. cleaners, gardeners, and security guards provide regular services to the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1311

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

8

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills
Language and communication skills Life skills
(Yoga, physical fitness, health and hygiene)
ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

722

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

722

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

125

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

28

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Student representation and engagement in various administrative, co-curricular and extracurricular activities are carried out by the Students Council Body. The Student Council serves as a bridge between the administration, the faculty and the student community. Elections are conducted to choose office bearers who then take up the responsibilities of carrying out all activities related to campus life. Council members also serve as representatives in the Internal Quality Assurance Cell of the college. Each aspect of campus life is taken care of by a Secretary and Assistant Secretary and these include: Social and Canteen, Discipline and Cleanliness, Art and Culture, Sports, Quiz and Debate, Student Cell, Equal Opportunity Centre, Literary Club, Heritage Club, YUVA Tourism Club and College Hospitality.

The Students Council Election was conducted on 02-08-2023. Students of the Seventh, Fifth and Third Semester comprise the Electoral College. This was followed by the Investiture Ceremony on 24-08-2022.

Activities carried out by the Students cell include:

- Students' Orientation Programme - 07.07.2023
- Student Council Elections - 20.07.2023
- International Youth Day - 12.08.2023
- Students Convocation - 05.09.2023
- Youth Conference on "Positive Youth Development" -18.03.2024
- Workshop on "Jute Based Making Ideas" - 30.05.2024
- Student Seminar on "NEP 202- Orientation and Sensitization" -

30.05.2024.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

78

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution prides itself on having an active Alumni Association, who has fostered relationships that have benefitted both the students and institution, enhancing networking and fundraising, career guidance and enhancing institutional reputation. The Office Bearers include an Advisor, President, Vice-President, General Secretary and Treasurer.

The Alumni Awards - 2023. As an encouragement to students the Lady Keane College Alumni Association identifies meritorious students based on their final semester results. The awards consist of cash prizes and certificates which were presented during the College Convocation Programme held on the 6th of September 2023.

Four awards are given annually and these are:

1. Best Graduate in Science - Cash Award of Rs 2500/- & certificate.
2. Best Graduate in Arts - Cash Award of Rs 2500/-& certificate.
3. Mandira Choudhary Award for securing highest marks in Mathematics Honours
4. Ira Choudhary Award for securing highest marks in Physics Honours

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Governing Body is the Apex authority of the college. It is constituted of members from the Civil Society, Affiliating University, Alumni, Parents, Teachers, Government and Local Society. The IQAC is the main Body in the College which is involved in the planning, execution and documentation. Under it, there are various committees of which Teaching and Non-teaching staff are the members. These committees are involved in the infrastructure development plan, maintenance, purchase, examination, grievance redressal, discipline, co-curricular and extra-curricular activities, etc. The Governing Body, IQAC, HoDs and staff meetings are held regularly to chalk out and execute plans.

In addition to the Undergraduate courses, the Institution also offers Diploma courses, Certificate Courses, Training programmes and other Add-On courses. The Teachers are involved in counselling, mentoring, remedial classes, capacity building and skill enhancement

Programmes. NCC, NSS, Rangers, Youth Red Cross, Swachta Team, EBSB Club, etc, plays an important role in developing leadership qualities among students. With the support of the Governing Body and donors, the Institution also provides Free education and financial assistance to students coming from weaker section of the society.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Case study: Finance Committee

The Finance Committee was constituted with the approval of the Governing Body of the College. Its composition includes the Vice-Principal, The IQAC Co-ordinator, three other teachers and the accountant. The role of the Finance Committee is to look into the financial matters of the College which include fund mobilization and fund utilization. Some of the tasks performed by this committee during the year are given below:

1. Fees enhancement in order to meet the requirements for the implementation of NEP 2020.
2. Recommendation for payment of remuneration to Guest Lecturers.
3. Recommendation for payment of remuneration to teachers of Vocational Education and Training Courses.
4. Recommendation for the remuneration of Full Time Counsellor in the College.
5. Preparation of the Annual Budget for the College.
6. Pay Revision for College-Post Teaching and Non-Teaching staff.
7. Revision of honorarium for teachers of Career Oriented Courses.
8. Fixing of fees for Vocational Education and Training Courses.
9. Enhancement of remuneration for duties performed in the University Examinations.
10. Internal auditing of college finances.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One of the strategic/perspective plans of the Institution is to introduce the Four Year Undergraduate Programme (FYUP) as per the National Education Policy (NEP), 2020. For this, the NEP implementation Committee was constituted which performed the following tasks:

1. Workshop was organised on the Curriculum and Credit Framework of North-Eastern Hill University, Shillong.
2. Regular meetings with the Head of the Departments, Teaching and Non-Teaching staff were held.
3. Appointment of Guest Lecturers
4. Restructuring the college fees in order to meet the requirements as per the NEP, 2020.
5. Orientation programmes on NEP, 2020 were organised for faculties
6. Preparation of the prospectus and information brochure.
7. Adoption of online admission and fee payment process
8. New courses viz. Ability Enhancement Courses, Multidisciplinary Courses, Skill Enhancement Courses, Value Added Courses and Vocational Education and Training Courses were introduced.
9. Students' counselling and orientation programmes were organised at the beginning of every semester.
10. Registration of students for Academic Bank of Credit
11. Conduct of internal/continuous assessments and end semester examinations

Various committees like the Admission Committee, Prospectus Committee, Infrastructure Committee, Finance Committee and Office Coordination Committee played a major role for the successful implementation of the NEP, 2020.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

At the highest level of administration is the Governing Body constituted as per the State Government rule. It is headed by its President and is composed of members from the Civil Society, Affiliating University, Alumni, Parents, Teachers, Government and the Local Society. The Governing Body is totally responsible for the smooth functioning of both the academic and administrative sections. The Principal and the IQAC functions to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution. Each and every department is headed by the Head of the Department who looks after the daily functioning of the Department. The office section is headed by the Upper Division Assistant (UDA) who looks after the daily functioning of the Office. Under the IQAC there are various committees which are involved in the planning and execution of programmes related to administration and academics. The various committees are composed of teaching and non-teaching staff as members. There is also a students' council where members are elected every year representing all the classes. The students' council is actively involved in organising various extra-curricular activities.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://www.ladykeanecollege.edu.in/files/userfiles/file/Organogram%20(1).pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support

A. All of the above

Examination	
File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. LADY KEANE COLLEGE EMPLOYEES WELFARE FUND

The Lady Keane College Employees Welfare Fund is generated from the monthly contribution of the members and also from the College Management.

a) The Lady Keane College Employees Welfare Fund (Estd.1985): For rendering financial assistance to its members at the time of their superannuation / removal / resignation / death while in service/permanent disability rendering him/her unfit to continue in service.

b) An Additional Scheme of Financial Benefit (Estd.2015) ensures much financial benefit to members on their superannuation owing to non- availability of pension benefit.

c) Medical reimbursement: 50% of the medical bills subject to a maximum of Rs. 50000.00 (Rupees Fifty Thousand) per employee.

d) Festival Advance Scheme

2. INSURANCE:

a) Group Saving Linked Insurance policy with the LIC of India since 20th August 1996.

3. LADY KEANE COLLEGE EMPLOYEES COOPERATIVE MUTUAL BENEFIT SOCIETY LTD.

The college has the Lady Keane College Employees Co-operative Mutual Benefit Society Ltd. [Estd. 1977]. The Society has a Welfare Fund for the retired members of the College, provides General Loan and an Extra Ordinary Loan.

4. TUITION FEE EXEMPTION

The ward/wards of the staff of the college are exempted from paying the tuition fees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

2

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

28

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Teachers' Self Appraisals are collected at the end of each academic session. The Self Appraisal Form consists of these sections: personal details, teaching learning, examination duties performed, involvement in co-curricular and extra-curricular activities, professional development activities and Research activities. The IQAC on receiving these Self Appraisals prepares the Annual Quality

Assurance Report (AQAR) and placed it before the Governing Body highlighting the strengths and weaknesses of the staff. The report is also sent to the Departments with recommendations or suggestions. The information extracted from the Self appraisals is also used for the career advancement of teachers.

The Self Appraisals from non-teaching staff too are collected at the end of each academic session and analysed. Each non-teaching staff has to fill in the duties assigned to him/her, the workload, professional development activities, improvement in performance and suggestions to the management if any. The report of analysis is then discussed with them in a meeting.

Financial support for attending seminars, workshops, etc. and incentives for publication are given to teachers as mentioned in their Self Appraisals.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

At the beginning of each financial year the budget and the statement of receipt and expenditure is prepared by the accounts section and placed before the Finance Committee of the College which is then presented before the Governing Body of the college for its approval. The accounts of the College are audited annually by a Chartered Accountant Firm appointed by the College. The external audit is also done by the Examiner of the Local Accounts, Government of Meghalaya every 5 years. The audit report is placed before the Governing Body of the College and any audit objections are settled by the account section.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0.04

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The source of funds of the College is mainly from the fees of students. The college also has hostels where hostel fees are collected. The Government sanctions the salary of teaching and non-teaching deficit staffs. Additional funds are applied from Rashtriya Uchchatar Shiksha Abhiyan (RUSA) for Infrastructures and Equity Initiatives. The College mobilises additional funding in the form of rentals from the support facilities like Canteen, Canara Bank with ATM, Auditorium, Seminar Hall, Sports Complex, Classroom, etc. Revenue is generated in the form of Centre Fee collected from the State and Central Government and from various agencies for the use of classrooms for competitive examinations. The Management and teachers apply for external funding from government and non-government agencies for research and for organising seminars, workshops and students related activities. Teachers and donors contribute to the BPL Fund of the College for financial support to Students coming from financially weaker sections. Various fund generating programmes are also organised within the College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

1. Free Education to BPL Students

The College caters to students from all financial backgrounds. In order to provide education to students coming from the Below Poverty Line (BPL) particularly to orphan or single parent students, the IQAC had put forward the proposal to the Governing Body of the College for a Free Education Scheme. The Governing Body Approved the proposal and sanctioned six seats every year. The students in need of support, submit their application to the Principal and a committee constituting the IQAC Co-ordinator, IQAC members and the Head of the Departments then screened the relevant documents for entitlement of the scheme.

1. Introduction of Co-education

Keeping in mind one of the targets of the National Education Policy, 2020 is to increase the Gross Enrolment Ratio in Higher Educational Institutions, Lady Keane College, Shillong though being a Girls' college right from the time of its inception, introduced co-education in the Bachelor of Tourism and Travel Management (BTTM), Bachelor of Computer Application (BCA) and Bachelor of Science (B.Sc). Co-education also helps students develop social and communication skills, self-esteem, the ability to work with others and provides a healthy environment for students to compete against each other.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

1. The IQAC annually reviews the performance of the College through the:

1. Departmental Reports: Curriculum delivery and documentation, academic activities, students' and teachers' performance,

students' Pass percentage, faculties as Members of Academic bodies, research and publications, etc.

2. Committee/ Cell reports: Programmes organised
3. Self-appraisals of teaching and non-teaching staff: Teaching - Learning, involvement in Student related activities, research activities, publications and academic contributions
4. Feedback: from Students, teaching and non-teaching staff, parents, alumni, etc.

These documents are analysed and the strength and weaknesses of the college are discussed in the IQAC, HoDs' and Staff meetings. The AQAR compiled annually is placed before the Governing Body to appraise on the performance of the college as a whole with suggestions for improvement.

1. Review through continuous and end semester examinations: Regularity of students in attending classes, performance in internal assessments and end semester examinations are reviewed by the management from time to time. Students' performance is discussed in Departmental and HODs' meetings. The students' performance is shared with them and discussed in the class.

Based on these review mechanisms, the college has been able to bring in necessary changes and improvement in various areas to facilitate and enrich the teaching-learning experience.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Established with the aim of uplifting women's education, Lady Keane College is fundamentally ingrained with gender equity goals. This year, male students were admitted into the BSc courses. However, the college remains predominantly female with a very high female to male ratio. The Women's Cell addresses issues pertaining to female students. Separate restrooms are available for both male and female students. Hostel facilities are available for female students within campus and monitored throughout with CCTV cameras and security personnels. The College has an Internal Complaint Committe, the role of which isto create awareness about sexual harassmantand to deal with and recommend punishment for non-consensual acts of sexual harassment.

To sensitise students on women's issues, a programme on "EXPRESSING WOMEN'S ISSUES THROUGH DANCE" was organised by the Women's Cell this session.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://www.ladykeanecollege.edu.in/VFhwblBRPT0=/facilities/others.ghtml

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<ul style="list-style-type: none"> • Solid waste management <p>Waste segregation is practiced within campus. Separate bins are installed for biodegradable and non-biodegradable wastes along with instructional boards emphasising on waste management and segregation.</p> <ul style="list-style-type: none"> • Liquid waste management <p>An effluent treatment plant is installed for the treatment of effluent discharged from the different laboratories.</p> <ul style="list-style-type: none"> • Biomedical waste management • E-waste management <p>The college had engaged KARO Sambhav cohesive e-waste movement for the disposal and recycling of e-waste.</p> <ul style="list-style-type: none"> • Waste recycling system <p>The college operates a paper recycling unit.</p> <ul style="list-style-type: none"> • Hazardous chemicals and radioactive waste management 	

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

A. Any 4 or all of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Lady Keane College adopts a strict mandate against discrimination of any kind. Anti-ragging boards are placed all around the campus to

remind the staff and students of the strict anti-ragging stance of the institute. The Discipline Committee as well as the Students' Grievance Cell ensure that discrimination on any ground is curtailed and kept in check.

The Ek Bharat Shrestha Bharat (EBSB) Club, which aims at facilitating an integration of different communities and diversities between the different states, is actively involved in organising programs for the students to bring awareness of the nuances of different cultures. A voluntary fund is also maintained to support students with weak economic backgrounds.

Cultural programmes during the College Week event promotes diversity and inclusivity.

The Mahatma Gandhi Centre for Conflict Resolution and Peace Studies, Department of Philosophy, Lady Keane College organised a Peace Rally followed by a Colloquium "Let's Talk Peace" on 27th July, 2023, in solidarity with the affected people of Manipur.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

In order for the institute to sensitise its students and employees on the constitutional obligations, the College has a Legal Care and Support Centre as well as the Lady Keane College Nodal Centre for Human Rights (LKCNCNR) which caters to this need. These two centres not only equip the staff and students with the constitutional knowledge but also seek to address unconstitutional behaviour within the campus.

The NSS Cell of the college had organised in the "Mera Pehla Vote Desh Ke Liye" Campaign to sensitise students on the privileges of voting in nation - building and to encourage them to register and participate as voters from 28th February to 6th March 2024.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institute regularly observes and celebrates national and international commemorative days.

- International Youth Day was observed on the 12th of August, 2023 where staffs and students participated in a rally with posters on environmental sustainability being displayed.
- Independence Day was also observed and a flag hoisting ceremony was observed on the 15th of August, 2023.
- The NSS Foundation Day was also observed on the 26th of September, 2023.
- World Tourism Day was also celebrated on the 27th September, 2023 by the Department of Travel and Tourism Management.

- National Science Day was organised by the Department of Chemistry on the 28th February, 2024
- A programme on Wild Life Week was organised by the Department of Zoology on the 5th of October, 2023.
- The College also celebrated Woman's Day with a dance competition on the theme "Expressing Women's Issues through Dance" on the 8th of March, 2024.
- World Environment Day on the 5th June, 2024

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Vocational Training programmes

Objective: To provide and train students with job-oriented skills

The Institution offered the following the vocational training programmes

- Certificate and diploma course on Fashion Designing
- Certificate and diploma course on Khasi Traditional Music
- 100 contact hours training on Street Food Vendor and Craft Bakery
- One Week Training Programme on Mushroom Cultivation
- Ten-Day Training Programme on Soft Skills
- One-Day Skill based training on Jute Based making ideas

Street Food Vendor and Craft Bakery were offered through the Pradhan Mantri Kaushal Vikas Yojana, a flagship scheme of the Ministry of Skill Development and Entrepreneurship.

These courses empower students with alternative skills for possible vocations.

2. Entrepreneurship Development Cell

Objective: To promote and foster a spirit of entrepreneurial curiosity and provide support networks to students with entrepreneurial capacity.

This Cell had organised awareness programmes on career as entrepreneurs and interaction programmes of students with young entrepreneurs of the State. A business Idea Validation programme was organised on the 15th June 2024.

This Cell provides students with networking opportunities and mentorship for innovative ideas. It assists students with capacity building and access to Government Schemes.

The Entrepreneurship Development Cell receives funding from PRIME Meghalaya and works in close tandem with the Government of Meghalaya.

Entrepreneurship being a relatively new offering, requires more sensitisation for students to be thoroughly engaged.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Lady Keane College established in 1935 stands as a pioneering Institution for Women's education in the region. While it predominantly focuses on Women's empowerment, the College now offers inclusive education to both male and female. Its mission is to foster self-reliance and entrepreneurial spirit among students.

The College has introduced Vocational Courses aimed at developing alternative skills and capacities for self-employment. The Entrepreneurship Development Cell (EDC) plays a pivotal role in this endeavour, promoting entrepreneurial awareness and connecting students with noted Entrepreneurs and Mentors.

The Institution prioritise creating a safe and secure campus environment, ensuring every Student feels valued and supported. It

offers state-of-the-art facilities, including a well-equipped gymnasium, a sports complex, a museum, ultra-modern infrastructure, digital technology and advanced tools.

In line with its commitment to spreading Indian Knowledge System, the College ensures a multi-pronged approach to integrate Students from diverse backgrounds to foster growth of languages, arts, culture, music and crafts, etc. for a holistic development.

Lady Keane College remains dedicated to inspiring and empowering students, preparing them to lead with confidence and contribute meaningfully to the society.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plan

1. Preparation of the Institutional Development Plan
2. Opening of Post-Graduate Course in Sociology
3. To introduce more Vocational Education and Training Courses
4. Internship for students
5. To conduct Life Skills Workshop
6. To introduce a non-credit course on Entrepreneurship
7. To create a platform "Earn while you Learn"
8. To organise a programme on mental well being
9. To organise a National Seminar on "Indian Knowledge System"
10. To organise workshop on "Teaching Techniques/ Methodology" on topics included in the syllabi as per the NEP 2020.
11. To organise Student Exchange programme